

Bay-Arenac ISD
4155 Monitor Road
Bay City, MI 48706
(989) 667-3270

Request for Proposal
Engineering Firm
October 25, 2005

GENERAL CONDITIONS

The Bay-Arenac ISD is soliciting proposals from qualified firms for a Engineer to prepare working drawings with specifications for the purpose of additional parking at the Bay-Arenac Career Center and Educational Service Center, located at 4155 Monitor Road and 4228 Two Mile Rd, Bay City, MI 48706.

The following Request for Proposal (RFP) is being provided to you for your consideration. The projects are as follows:

- Additional Parking for Blooming Chef's restaurant
- Additional Parking for the Educational Service Center

A preliminary study of the parking structure has been completed and recommendations received.

David Bourdon
Building Operations Supervisor
Bay-Arenac ISD
4155 Monitor Road
Bay City, MI 48706

Completed proposals must be received at the address noted above by 1:00 p.m. on Wednesday, November 23, 2005. Proposals must be submitted in an envelope that is clearly marked "Parking Lot Engineering Firm". Proposals submitted by facsimile will not be accepted. All proposals will be opened at the specified time and will be read aloud. The public is welcome to attend this bid opening.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the bid for Parking Lot Engineering solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district.

It is to be understood that this RFP constitutes specifications only for the purpose of receiving proposals for services and does not constitute an agreement for those services. It is further expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal(s).

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty.

All questions and correspondence should be directed to David Bourdon at the address noted above or by telephone. In order to assure consistency of information provided regarding this RFP, contact with Bay-Arenac ISD personnel other than Mr. Bourdon is discouraged and may be grounds for elimination from the selection process.

WITHDRAWAL OF PROPOSALS:

Proposals shall remain valid for a period of sixty (60) days after submission. Modifications to proposals will not be accepted by the district, except as may be mutually agreed upon following the acceptance of the proposal.

TIME TABLE:

1. Release of RFP on or about October 25, 2005.
2. Proposals due at 1:00 p.m. on Wednesday, November 23, 2005.
3. Sealed Bids will be opened at 1:15 p.m. on November 23, 2005.
4. Board of Education action on Monday, December 19, 2005.
5. Notification to all firms as soon as possible after December 19, 2005.
6. Work to be conducted during a mutually agreeable time for all.
7. Actual supervision by chosen Engineering Firm of above project will be Spring of 2006.

INSURANCE:

The successful bidder is required to show certificate of Professional Liability and Workers Compensation Insurance.

BACKGROUND:

Bay-Arenac ISD initiated a study of the existing parking lots and proposed sites. This study produced several options that can be used for information to complete the final design.

REQUIREMENTS:

Scope of work:

Phase 1: Bay-Arenac ISD Educational Service Center Parking Lot Expansion

This phase will consist of a parking lot addition of approximately 30 to 40 spaces, along the eastern side of the existing parking area. The proposal will include a topographic survey, parking lot design, storm sewer and drainage design, lighting design, and all other aspects related to the proposed parking area. Existing parking lot re-striping for additional barrier free spaces will be included as part of this phase as required to meet Michigan Barrier Free Standards. It should be noted that due to the large addition of impervious area, the Bay County Drain Office may require storm water detention to comply with their guidelines. Your proposal will include working with the Bay County Drain Commissioner on this issue.

Phase 2: Bay-Arenac ISD Educational Service Center Parking Lot Expansion

This phase will consist of a parking lot addition of approximately 30 to 40 spaces, along the southern side of the existing parking area. The proposal will include a topographic survey, parking lot design, storm sewer and drainage design, lighting design, and all other aspects related to the proposed parking area. Existing parking lot re-striping for additional barrier free spaces will be included as part of this phase as required to meet Michigan Barrier Free Standards. It should be noted that due to the large addition of impervious area, the Bay County Drain Office may require storm water detention to comply with their guidelines. Your proposal will include working with the Bay County Drain Commissioner on this issue.

Phase 3: Bay-Arenac ISD Training Area

This phase will consist of site design for reconstruction (crushing/pulverizing) of existing pavement to provide a base for the new asphalt pavement overlay. The Training Area will also be enlarged to include additional bituminous surface and will be striped for drivers' training functions. CDL training will be offered on this site and the pavement design will need to allow for additional loads. The training area has a drainage structure located in the central part of the pad and if required, will have to be adjusted to finish grade. This phase will consist of minor topography and limited site design.

Phase 4: Bay-Arenac ISD Career Center Shipping/Receiving Restaurant Area

This phase will consist of a parking lot addition of approximately 30 spaces with a pedestrian and vehicle entrance location north of the existing Blooming Chefs' Restaurant. The proposal will include a topographic survey, parking lot design, storm sewer and drainage design, and all other aspects to construct the parking area. Existing parking lot re-striping and additional barrier free spaces should be included as part of this phase. This area may require detention or study of existing pond to determine if excess volume for additional impervious area will be allowed.

Scope of Services

- Complete all necessary topographic survey for the proposed parking lot expansion areas, and the survey work will be limited to those areas.
- Detailed site plan, grading plan, and drainage plan for submittal to local agencies for approval.
- Soil erosion control plan as required.
- Details and specifications related to all site work depicted on the plans.
- Attendance at one Monitor Township Planning Commission Meeting.
- Preliminary and final drawing submittals to applicable utility companies and governmental agencies for review, coordination, and approval.
- Provide the owner with CAD files of the final construction plans.
- Site Lighting Plan/Details
- Construction staking
- Construction Administration/Inspection
- Construction Testing

Reporting

A bi-weekly update by the Engineer in charge during the parking lot project will be made to the Building Operations Supervisor.

Plan

A progress report will be sent to the Building Operations Supervisor weekly indicating status of the project.

METHOD OF EVALUATING PROPOSALS

Proposals will be evaluated with a strict emphasis on quality of service and ability to provide references on a similar project.

After the engineering services have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the Engineering Firm that is most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

PAYMENT

Final payment to the successful bidder will be paid upon completion of installation, final punch list, and all State certifications.

NOTICE OF NONDISCRIMINATION

The Bay-Arenac ISD does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Michael R. Dewey, Superintendent
Bay-Arenac ISD
4228 Two Mile Road
Bay City, MI 48706
(989) 686-4410

PROPOSAL FORM

Please complete and return this proposal form with any additional information you feel is necessary to help us evaluate your firm. **Proposals are due by 1:00 p.m. on Wednesday, November 23, 2005.**

Qualifications

1. Location of similar projects with business name, telephone number and contact person:

2. List of services your firm will provide the ISD during this project:

Phase 1 ESC Parking Eastern Lot Bid Cost: \$ _____

Phase 2 ESC Parking Southern Lot Bid Cost: \$ _____

Phase 3 Training Area Bid Cost: \$ _____

Phase 4 BACC Restaurant Bid Cost: \$ _____

Firm Name: _____

Contact Person: _____

Address: _____

Telephone: _____

(Please Type or Print) Name of Person in Charge of Account

Title

Signature

Date